



## Simplified Business Emergency Plan (BEP)

This simplified version of the Business Emergency Plan was developed to make it easier for small businesses to comply with the Hazardous Materials Disclosure Program. It uses a simple “check-off” format for basic emergency preparedness and response needs for smaller businesses. If there are other issues that could affect your facility, your staff, or the surrounding community, these should be addressed on the “Other” lines in each section, or on additional sheets.

While this short BEP is focused on smaller businesses, it can also be used by larger businesses with only a few hazardous materials. It can also be used larger and more complex businesses as a starting point to develop a more comprehensive emergency plan. In most cases quick identification and response to an emergency situation can limit its impact & disruption to your business’ operations, allowing you to resume normal operations as quickly as possible.

**Suggestion #1:** Check if you already have an equivalent “plan”, such as a Hazardous Waste Contingency Plan or a Cal-OSHA WIPP with a hazardous materials section. If it covers the same elements shown on the attached BEP, it can be used instead of this plan.

**Suggestions #2:** Keep a copy of the BEP with your Material Safety Data Sheets.

**Suggestion #3:** Page “2 of 3” of this BEP can be posted as a quick emergency reference guide for employees in your building. Post it with a site map showing evacuation routes, assembly areas (primary & secondary), utility shut-off points, and locations of hazardous materials and hazardous operations.

**Suggestion #4:** “*Planning by Walking Around.*” Periodically update this BEP by walking around your facility. Note any changes in processes, personnel, or hazardous materials. Significant updates should be communicated to the Fire Department’s Hazardous Materials Disclosure office at (714)536-5469 or (714)536-5676.

### Basic Overview

**Section 1 - Basic Contact Info** - Even though this seems basic and redundant, the anxiety and panic created by an emergency causes persons to forget. Writing it down makes it easily available. MSDS Location – Keep them available and easily accessible by all staff. The information they provide (containment, first aid methods, incompatible situation, etc) can be invaluable in an emergency situation.

**Section 2 – Emergency Response Info** - If you can handle a hazardous materials release with on-site resources, and it does NOT migrate off of your property, you do not need to call 9-1-1. However, we request that you DO call the Fire Department after the situation has been stabilized – typically we get calls from neighbors inquiring about incidents, and can relay the information to them. It also allows us to work with you to update emergency response plans to better prepare for emergency incidents.

**Section 3 – Medical Assistance** - This is for any medical provider (doctor, clinic, even a local hospital) that has special knowledge of your business’ unique activities, or specialty chemicals. Typically this entity’s knowledge will help initiate faster treatment, lessening the injury to a patient. You can also designate a preferred hospital for emergency transport.

**Section 4 – Evacuation** - How do you notify persons to get out of your facility, and where do they go? Exit doors should be clearly marked (identify them with proper signs), and all persons should be able to get to them without delay. (suggestion: stripe a ‘lane’ on floors leading to the exits, and keep it clear).

**Section 5 – Training** – Make sure all employees (even office staff) have a basic awareness of your facility’s operations and the unique hazards associated with them (chemical, mechanical, etc). Key employees with training on specialty chemicals and processes can be invaluable during an emergency, supplying valuable information that can speed up the response process, thereby lessening the impact of the emergency and quickly allowing you to resume normal operations.

**Section 6 – Prevention** – What’s been integrated into the facility to prevent the release of hazardous materials? Examples shown here are the more common prevention systems. Other methods should be listed on the “Other” lines.

**Section 7 – Mitigation** – What do you have on site to mitigate a release of hazardous materials. Common mitigation methods/materials are loose absorbent, spill socks, drain covers, ventilation systems, processing system shutdown procedures, and utility shut-off locations.

# BUSINESS EMERGENCY PLAN (BEP)

This plan should be adequate for most small businesses that store and/or use common hazardous materials. If you have any unique/uncommon chemicals, you will be required to develop a more extensive plan.  
If you have unique chemicals, please attach additional sheets if you need more space.

**PLEASE MAKE SURE YOU COMPLETE A SITE MAP WITH THIS BEP, AND SIGN AT THE BOTTOM OF PAGE #2**

## 1. BUSINESS INFORMATION

|   |                             |           |
|---|-----------------------------|-----------|
| Business Name                                   |                             | Phone No: |
| Business Address:                               |                             |           |
| Contact #1:                                     | Contact #2:                 |           |
| Contact #1 Emergency Phone:                     | Contact #2 Emergency Phone: |           |
| Location on Material Safety Data Sheets (MSDS): |                             |           |

## 2. WHO TO NOTIFY IN CASE OF AN EMERGENCY

Use these number if you have an emergency response situation, or to report an incident  
**Response:** When a hazardous material spill (liquid, solid, OR gas) migrates off the facility/property (you cannot control it)  
**Incident:** When you can control and clean-up a spill, and it does not leave your facility/property.

|  |                                  |
|--|----------------------------------|
| Emergency <b>Response:</b>   | <b>Call 911</b>                  |
| Non-Emergency <b>Incident</b> –<br>Huntington Beach Fire Dept:   | (714)536-5411 FAX: (714)374-1551 |
| Office of Emergency Services:  | (800)852-7550                    |
| <input type="checkbox"/> <b>Clean-up Contractor</b> (list name and contact info if you have made arrangements with any for emergency services. This is especially important if you use unique hazardous materials/chemicals requiring specialized training to remove and dispose): |                                  |

## 3. MEDICAL ASSISTANCE

Complete if you have made arrangements with a local medical facility for emergency services.  
 This usually applies when you have unique chemicals that may cause unique injuries.

|   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Hospital/ Clinic:</b><br><br>Address:<br>Phone: | <input checked="" type="checkbox"/> <b>YES</b> , we have a designated medical facility that is aware of our hazardous materials: | <input type="checkbox"/> <b>NO</b> , we have no designated facility for emergencies situations (In this case the emergency response personnel will transport injured persons to the most appropriate available medical facility). |
|   |  | <b>NOTE: You are NOT required to have a designated medical provider. However, it is suggested if you have unique chemicals that cause unique injuries.</b>  |

## 4. EVACUATION

How should employees evacuate the facility, and where would they meet to make sure all are accounted for?  
**ALSO DESIGNATE THE EVACUATION AREA ON THE SITE MAP**

| Y | N | NA | Evacuation Notification by: | Evacuation Assembly Areas (specify):   |
|---|---|----|-----------------------------|--|
|   |   |    | Voice                       | (Usually near the street entrance, easily seen by a Fire truck)  |
|   |   |    | Public Address / Intercom   | (An alternate area is suggested in case the primary area cannot be accessed due to emergency, weather, etc ) |
|   |   |    | Alarm                       | <b>Primary Evac Area:</b>  |
|   |   |    | Air Horn                    | <b>Alternate Area #1:</b>  |
|   |   |    | Other (Specify):            |  |

## 5. EMPLOYEE TRAINING & SPECIALTY RESPONSE PROCEDURES

Basic training includes what hazardous chemicals are used, what problems they can cause, and what to do if spilled.

| Y | N | NA |  |
|---|---|----|--|
|   |   |    | Hazardous Materials Handling & Use ( similar to Cal-OSHA's "Haz-Com" requirements)   |
|   |   |    | Basic Spill Control & Clean-Up (Absorbent use, containment, and disposal)  |
|   |   |    | Specialty Equipment Shutdown – For special processes and/or complex equipment  |
|   |   |    | Fire Response: <input type="checkbox"/> Fire Extinguishers (A-B-C) <input type="checkbox"/> Specialty Extinguishers (D or K) <input type="checkbox"/> Sprinkler activation |
|   |   |    | Specialty Response – Training for dealing with large spills/releases or unique chemicals   |
|   |   |    | Unique Chemicals at your site: _____   |
|   |   |    | Other (Specify): _____   |

## 6. PREVENTION

Activities/methods used to prevent a release of hazardous materials:

| Y | N | NA |  |
|---|---|----|--|
|   |   |    | <b>Spill Pallets or Bermed Areas</b> for storage of drums/large containers of hazardous materials.   |
|   |   |    | <b>Double Walled Tanks (ASTs).</b>   |
|   |   |    | <b>Containers Labeled (Tanks, drums, etc.)</b> Some type of label identifying the contents.  |
|   |   |    | <b>Gas Cylinders Restrained</b> to prevent falling or upset (against structure or on a "use cart").  |
|   |   |    | <b>Specialty Storage Cabinets</b> for containers of flammable/combustible materials or hazardous materials (over 10 gal <b>MUST</b> be stored in a specialty cabinet). Corrosive cabinets for acids / bases.   |
|   |   |    | <b>Closable Rag Container</b> for contaminated rags/towels.  |
|   |   |    | <b>Warning Signs:</b> <input type="checkbox"/> No smoking <input type="checkbox"/> No Ignition Sources <input type="checkbox"/> Exit Signs <input type="checkbox"/> Hazmat Storage <input type="checkbox"/> NFPA   |
|   |   |    | <b>Security:</b> Is it adequate for the materials at your facility and for the area you're located in (fencing, barbed wire, cameras, motion detectors, door alarms, separate "haz mat" storage room, etc).  |
|   |   |    | <b>Monitoring devices</b> for detection of gas/fluid leaks, pressure/temperature changes: _____  |
|   |   |    | <b>Earthquake Bracing</b> of: <input type="checkbox"/> Oil, chemical, gas distribution pipes <input type="checkbox"/> Oil / Chemical / Gas Storage Tanks (ASTs)<br><input type="checkbox"/> Storage Racks <input type="checkbox"/> Other "Seismic Sensitive" items (specify) : |
|   |   |    | Other (Specify): _____   |

## 7. MITIGATION

Activities that can be implemented when a hazardous materials release occurs to prevent or stop its spread

| Y | N | NA |  |
|---|---|----|--|
|   |   |    | <b>Absorbents</b> available to control leaks & small spills. Loose material, mats, 'socks', etc  |
|   |   |    | <b>Release Control</b> Material/equipment to contain larger spills – diking material, gas cabinets, ventilation  |
|   |   |    | <b>Utilities shut-off</b> locations designated and accessible: <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Gas <input type="checkbox"/> Propane<br><input type="checkbox"/> Other _____ Any of them Automatic? |
|   |   |    | <b>Fluid distribution system shutdown</b> ( Oil, chemical, or gas system ) Automatic Shut-down? Y N NA   |
|   |   |    | <b>Automatic fire extinguishing system activation</b> <input type="checkbox"/> Roof sprinklers <input type="checkbox"/> Foam system <input type="checkbox"/> Halon-type system   |
|   |   |    | <b>UST emergency shut-off switches</b> accessible and identified.  |
|   |   |    | Other (Specify): _____   |

## 8. CERTIFICATION

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Company:** \_\_\_\_\_